

**Iowa Balance of State Continuum of Care (CoC)
YEAR 2 LETTER OF INTENT FORM
For Current Coordinated Services Regions
Due by Thursday, November 30, 2017.**

Submit to amber.lewis@iowa.gov.

Year 2 Letter of Intent Form for CURRENT Coordinated Services Regions	
a. Region Name	Eastern Iowa Coordinated Service Region (Delaware, Dubuque, Jackson and Clinton Counties)
b. Primary Contact Person for Letter of Intent (name, title, agency, phone, email)	Amanda Hohmann Regional Homeless Coordinator East Central Developmental Corporation, East Central Intergovernmental Association 563-258-9187 AHohmann@ecia.org
c. Secondary Contact Person for Letter of Intent (name, title, agency, phone, email)	Heather LuGrain Opening Doors Program Director Opening Doors – Maria House & Teresa Shelter 563-690-0086 hlugrain@openingdoorsdbq.org
d. Identify and explain any changes the region proposes to make to the <u>Lead Planning Agency, Lead Fiscal Agency, Lead Data Coordination Agency, or Communication Liaisons</u> to the Iowa Council on Homelessness.	There will be no changes made to any of the positions listed.
e. Identify and explain any changes the region proposes to make to the <u>counties served by the region</u> . In general, counties should not be dropped from a region's service area unless there is agreement with another region to cover those counties instead.	The Eastern Iowa Region will continue with Delaware, Dubuque, Jackson and Clinton Counties. We are reaching across the region to come up with ways to move this process forward and be inclusive of all interested parties.
f. Describe progress made in Year 1 toward the six main goals of the initiative: <ol style="list-style-type: none"> 1. Regional Coordination (inclusive process to engage stakeholders); 2. Coordinated Entry Participation (supporting and expanding); 	<ol style="list-style-type: none"> 1. Over the past year, Eastern Iowa Region has been holding monthly meetings and provided informational sessions as needed. We have reached out to CoC funded programs, along with agencies/organizations that do not receive funding, in order to include them in this process. 2. Over the past year we have designated 2 Access Points to serve the 4 counties. At this point, Clinton YWCA serves as the Access Point for Clinton and Jackson

<ul style="list-style-type: none"> 3. Data Coordination (HMIS participation, bed coverage, and the unsheltered PIT Count; 4. Common Standards (for operations and services); 5. Baseline Services Planning (ensuring availability of at least emergency shelter and RRH); and 6. BoS CoC Participation 	<p>Counties. ECIA has agreed to be an Access Point for Dubuque and Delaware Counties. We plan to utilize the prevention/diversion, VI-SPDAT tools, and HMIS for data along with a prioritization list. Numerous members have also worked with the Coordinated Entry Committee on the state level in order to partake in creation of the policies and procedures for the state. Our region has also appointed two voting members for the state Coordinated Entry Committee.</p> <p>3. We have been in contact with numerous organizations regarding HMIS and the PIT Count. As a region we discussed providing a staff for the organizations that do not utilize HMIS. This would allow the staff to come in and educate the program about HMIS, along with collecting information that has never been collected before. We also reached out to county police/sheriff departments regarding the PIT Count, and will be assisting all counties with doing their own PIT Count.</p> <p>4. We have been regularly attending Coordinated Entry Committee meetings and staying up to date with all Iowa Quality standards and practices.</p> <p>5. Our counties are lucky enough to have these services available. Please see listed below-</p> <p><u>Prevention Services:</u> Hillcrest PATH program, Hillcrest SSVF</p> <p><u>Emergency Shelter:</u> Opening Doors- Maria House & Teresa Shelter, Dubuque Rescue Mission, Almost Home, Catholic Worker Hope House, Victory Center</p> <p><u>Rapid Rehousing:</u> Hillcrest SSVF, ECIA, Clinton YWCA</p> <p><u>Housing First:</u> ECIA, Hillcrest Permanent Supportive Housing</p> <p><u>Domestic Violence:</u> Friends of the Family, Dubuque YMCA/YWCA Victim Services Shelter, Family Resources (Clinton County)</p> <p>6. We have been in attendance for state meetings either in person or by phone. We have kept contact with and provided information when needed on our region.</p> <p>Participation</p>
<p>g. Describe specific plans to make progress in Year 2 toward the six goals above.</p>	<p>We provided how we would like to roll out in stages. Please also see the flow chart attached to list letter regarding how our Access Points will run.</p>

	<ul style="list-style-type: none"> • Stage 1 <ul style="list-style-type: none"> • Complete Access Points- provide with appropriate items needed to have successful Access Point • Get people trained in ServicePoint VI-SPDAT forms and Prevention/Diversion • Roll out first with shelters in region to start process of CE • Provide training for people and informational sessions on how to use hotline • Work with undocumented shelters to either document client information, or have staff trained, whichever works best • Utilize prioritization list through HMIS and DV providers • Continue with region wide meetings to get more people to the table and continue to collaborate with in place county wide meetings • Conduct PIT Count in each county • Stage 2 <ul style="list-style-type: none"> • Roll out with RRH, SSVF, PSH and any others involved in CE for these services • Continue to conduct meetings to go over prioritization list and discuss progress on CE
h. Funding award in Year 1	\$ <u>21,000</u>
i. Reimbursement amount requested to date for Year 1	\$ <u>18,473</u>
j. Explanation of spending in Year 1, including explanation for any funds unspent.	Over this year, we have utilized most of the funding for training and information sessions in order to provide awareness and education on Coordinated Entry. At this time there are unspent funds, however, we plan to purchase items for the Access Points in order to provide the best services when the Access Points are utilized.
k. Eligible Year 2 budget amount (\$10,000 for minimum two counties in balance of state + \$2,000 for each additional county + \$5,000 for one or more counties in an MSA in the balance of state)	\$ <u>10,000</u> (\$10,000 min. two counties) \$ <u>4,000</u> (\$2,000 x each additional county) \$ <u>5,000</u> (\$5,000 MSA in balance of state) \$ <u>19,000</u> Total Eligible

l. Budget request:	\$ 14,000 Personnel \$ 500 Travel \$ 500 Supplies \$ 4,000 Other (describe): <u>Administrative Costs for Fiscal Agent</u> \$ 19,000 Total Requested (less than or equal to Total Eligible above)
m. Other information: Any other information that should be considered with your request.	<p>We would like to explain the budget for clarification and utilization of the fiscal agent if grant is awarded.</p> <p>Personnel: \$14,000- this would be split in half to compensate the staff running the Access Points (ECIA, Clinton YWCA)</p> <p>Travel: \$500- this would be utilized when people attend trainings, such as: ServicePoint training, VI-SPDAT training, and prevention/diversion tool training for mileage. Mileage reimbursement would be set at the federal rate for the year.</p> <p>Supplies: \$500- this would be to purchase materials (print items), refreshments and light snacks for meetings.</p> <p>Other: \$4,000- this would compensate ECIA as the fiscal agent and their time spent on the reimbursements.</p> <p>Our region has worked extremely hard to create collaboration among our counties. This funding is imperative in order to continue our progress made towards the Coordinated Entry process.</p> <p>Thank you for your time and consideration.</p>

Eastern Iowa CE

*Living in place not meant for human habitation *Living in shelter

Encouragement to call Access Point Hotline, which is operated 24/7 (ECIA for Dubuque & Delaware Co, Y in Clinton for Jackson & Clinton Co; after hours, weekends and holidays by BOC hotline)

